



**CITY OF REDMOND**  
**ADDENDUM TO SUBMITTAL**  
**REQUIREMENTS**

January 8, 2003

**\*\*\* Important \*\*\***

**Please be aware that as of February 1<sup>st</sup>, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:**

**Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4**

**Tuesday: 8:30-10 and 10 to 11:30**

**Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:**

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
  - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
  - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**

**MASTER PLANNED RESIDENTIAL DEVELOPMENTS**  
**(MPRD)**

Project \_\_\_\_\_

Date \_\_\_\_\_

Applications delivered by courier or by mail **will not be accepted**.

**Please note** the submittal requirements identified below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

**I. PURPOSE**

The MPRD process should be used when large sites are to be developed in phases where coordination of public facilities is needed, when a master plan is needed to determine how best to develop the area, to integrate various uses, or when multiple ownerships are to be coordinated into a unified development. The MPRD process may also be appropriate where development issues are more complex, and a more comprehensive review and approval process is more appropriate (Refer to RCDG Section 20C.30.105 for further information regarding the MPRD processes). The conditions placed upon the MPRD approval must be complied with throughout each subsequent land use approval which implements the MPRD.

**II. APPLICABILITY/REVIEW PROCESS**

MPRD's are allowed only in residential (R) zones of the City. The primary use in an MPRD area shall be residential. However, where identified by the Comprehensive Plan, Neighborhood Commercial zones may also be included in an MPRD. Property included in an MPRD application must be under the same ownership or a signed development agreement must establish control over multiple ownerships.

An MPRD approval constitutes the City's acceptance of an overall project design and concept. Once the overall design is approved for a site, an applicant may then submit a PRD (Planned Residential Development), subdivision or binding site plan application(s). These subsequent applications are intended to show the City how a specific portion of the MPRD area will be developed. Applicants also have the option of requesting that the implementing PRD, subdivision or binding site plan review applications be processed concurrently with an MPRD to save time. For concurrent review, a separate application and submittal requirements for the subdivision or binding site plan must be provided with the application for an MPRD.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all MPRD plans for compliance with the State Environmental Policy Act and the Redmond Community Development Guide. The Design Review Board, a seven member board appointed by the Mayor and City Council also reviews the application for compliance with the Design Criteria outlined within RCDG Section 20C.30. The Technical Committee and Design Review Board then issue a recommendation to the Hearing Examiner based upon their review. The Hearing Examiner in turn, issues a recommendation to the City Council for final review and final action.

**Please Note:** In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee and Design Review Board. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

The applicant shall check each item below to confirm the item is included in the application. A MPRD application shall include the following:

### **III. PROFESSIONAL PREPARATION**

All components of the MPRD application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of MPRD application materials.

### **IV. GENERAL**

- ☐ A. Completed General Application Form.
- ☐ B. Application Fees.
- ☐ C. Vicinity map with labeled streets and north arrow.
- ☐ D. Three (3) copies of SAO Report (see 20D.140 or SAO User's Guide to determine if applicable).
- ☐ E. Three (3) copies of a statement of the storm water management methods planned for the project including information on location and approximate sizing of stormwater quality and quantity control systems. A map of off site areas draining on site must also be provided.
- ☐ F. State Environmental Policy Act (SEPA).  
Nine (9) copies of a City of Redmond SEPA Checklist are required with a complete response provided to all questions.
- ☐ G. Depending upon the size of the project, seven (7) copies of a traffic study may be required. Please consult the Transportation Division Office at 556-2881.
- ☐ H. Three (3) sets of self adhesive mailing labels containing the names and addresses of all adjoining property owners (including those across any abutting streets) keyed to a copy of the assessor map identifying all properties receiving notification. (available from the King County Assessor's office). Extraordinary notice is required in accordance with 20F.20.70(3)(c) of the RCDG.
- ☐ I. Ten (10) copies of the statement of site design and layout intent.
- ☐ J. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print).
  - 1. Existing structures
  - 2. Pertinent site conditions
  - 3. Adjacent properties and structures
  - 4. Direction of access to the site
- ☐ K. Completed MPRD worksheet (please see attached worksheet).
- ☐ L. A written explanation of phasing, if applicable. Include time frames for construction of structures, utilities, roads, etc. (Information on phasing must also be provided on the site plan.)

(Note: Other information relating to design and siting of proposed development, including site sections, and/or soils report may be required during the review process.)

### **V. FORMAT**

For multi-sheet applications, the site plans and landscape plan shall all use the same base maps unless prior arrangements have been made.

- ☐ A. Ten (10) sets of site plans (which includes all information on cover sheet A, attached), sheet size 22"x34", drawn to engineering scale of 1"=20'. Scales other than 1"=20' may be approved provided a formal written request is made to the Technical Committee following a pre-application meeting. Completed Cover Sheet A must be attached.
- ☐ B. For large sites, ten (10) copies of a composite site plan showing the entire site on one 22"x34" sheet.

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

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**CITY OF REDMOND**  
**MASTER PLANNED RESIDENTIAL DEVELOPMENT**  
**REQUIREMENTS**  
**COVER SHEET A - MASTER SITE PLAN**

Project \_\_\_\_\_

Date \_\_\_\_\_

**Attached** are ten (10) sets of site plans, sheet size 22"x34", drawn to engineering scale of 1" = 20' (unless otherwise approved by the Technical Committee).

**Applicant shall check each item below to confirm the item is included on the site plan.**

- ☐ Plans have been stamped and signed by the appropriate professional.
- ☐ 1. General Information:
  - \_\_\_a. Zoning and Comprehensive Plan designation of subject property
  - \_\_\_b. Legal description and parcel number(s) of the subject property or properties
  - \_\_\_c. Site size: gross and net (square feet and acres)
  - \_\_\_d. The range of allowed units (maximum and minimum) based upon underlying zoning of the subject property
- ☐ 2. Onsite Traffic Circulation including consideration for the following:
  - \_\_\_a. Street layout including proposed street widths
  - \_\_\_b. Proposed access points to existing streets and highways
  - \_\_\_c. General location of parking areas for uses other than single family
  - \_\_\_d. Where coordination between utilities and streets is necessary, street and utility plans and profiles may be required for selected streets.
  - \_\_\_e. Proposed landscape medians or cul-de-sac planting within right-of-way(s).
- ☐ 3. Pedestrian/Transit/Bike Access:
  - \_\_\_a. General location of sidewalks, trails (equestrian and multi-use) and bikeways
  - \_\_\_b. General location of connections to adjacent properties
- ☐ 4. On and off-site conditions, existing and proposed.

The following information shall be shown for the subject property and surrounding properties within fifty (50) feet of the subject property, including adjacent rights-of-way, unless otherwise noted. These items shall be prepared by a registered Civil engineer using 1990 City of Redmond datum. Future development applications implementing the MPRD must comply with the City of Redmond Design Standards unless modifications are approved.

  - \_\_\_a. Existing and general locations of proposed property lines.
  - \_\_\_b. General locations of existing structures.
  - \_\_\_c. Proposed topography including identification of cuts, fills, retaining structures and rockeries greater than eight feet in height.
  - \_\_\_d. Existing topography at 2 foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevations of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change.
  - \_\_\_e. Existing or proposed roads in excess of 10 percent.
  - \_\_\_f. Show locations of existing easements and general locations of proposed easements.

- \_\_\_g. General location of proposed uses including residential, non-residential, parks and open spaces and private recreational areas.
- \_\_\_h. General locations of proposed structures on adjoining properties within 50 feet of the subject property.
- \_\_\_i. Existing and proposed roadway improvements, including sidewalk curb and gutter, tapers and street lights within 150 feet of the subject property.
- \_\_\_j. All existing and proposed major access points, intersections and lane channelization within 150 feet of the subject property.
- \_\_\_k. Existing sensitive areas, including critical wildlife habitats, geologic hazard areas, streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas.
- \_\_\_l. Tree Preservation
  - Preliminary Tree Preservation Plan showing the surveyed location and drip line of all trees four (4) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species.
  - Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand.
  - Each tree shown must be designated as removed, saved, or retained (saved trees are those trees that count toward the 35% tree retention requirement).
  - The five-foot drip-line setback shall also be shown for all trees proposed to be saved.
  - A tree health assessment prepared by a certified arborist shall be required for all trees on site that are 4-6 inches in diameter to verify which, if any may be considered as significant. The tree health assessment shall also verify that all trees designated as saved are healthy trees.
  - A final tree preservation plan identifying removed trees, saved trees and retained trees will be required with the Building Permit submittal.
- \_\_\_m. Existing and proposed utilities:
  - \_\_\_i. Specific location and size of existing water facilities
  - \_\_\_ii. General location and size of proposed water facilities
  - \_\_\_iii. Specific location and size of existing sanitary sewer facilities
  - \_\_\_iv. General location and size of proposed sanitary sewer facilities
  - \_\_\_v. Specific location of existing storm water facilities
  - \_\_\_vi. General location of proposed storm water facilities

NOTE: Failure to include all above items will result in the application being deemed incomplete and will not be reviewed until complete.

I certify that the above-checked items are included as part of the application.

\_\_\_\_\_  
Applicant or Representative

\_\_\_\_\_  
Date

# **MASTER PLANNED RESIDENTIAL DEVELOPMENT WORKSHEET**

(To be Filled Out by Applicant)

## **Location**

1. Which neighborhood is the proposed development located within?
  - a. Bear Creek
  - b. Education Hill
  - c. Grass Lawn
  - d. North Redmond
  - e. Overlake
  - f. Sammamish Valley
  - g. S.E. Redmond
  - h. Willows
2. Is the subject property or a portion of the subject property within shoreline jurisdiction?

## **Zoning**

3. Please indicate the zoning designation(s) of the subject property and indicate the total area (in square feet and acreage) within each zone.
  - a. Zone \_\_\_\_\_ Gross Area \_\_\_\_\_ sq. ft./\_\_\_\_\_ acres
  - b. Zone \_\_\_\_\_ Gross Area \_\_\_\_\_ sq. ft./\_\_\_\_\_ acres
  - c. Zone \_\_\_\_\_ Gross Area \_\_\_\_\_ sq. ft./\_\_\_\_\_ acres
  - d. Zone \_\_\_\_\_ Gross Area \_\_\_\_\_ sq. ft./\_\_\_\_\_ acres

## **Density**

4. What is the minimum and maximum number of dwelling units allowed based upon the underlying zoning (pursuant to RCDG Section 20C.30.25-030 and 20C.30.25-040). Also indicate whether gross or net buildable area was used in calculating the minimum number of dwelling units.
5. Will density bonuses be applied as part of the proposal? If so, please describe. (Attach additional page if necessary.)

## **Housing Types**

6. Please indicate all housing types which are a part of the proposal.

### **approximate # units**

- a. \_\_\_\_\_ detached single family
- b. \_\_\_\_\_ attached single family
- c. \_\_\_\_\_ townhomes
- d. \_\_\_\_\_ manufactured housing
- e. \_\_\_\_\_ affordable housing

### **approximate # units**

- f. \_\_\_\_\_ multi-plex housing
- g. \_\_\_\_\_ senior housing
- h. \_\_\_\_\_ mobile home parks
- i. \_\_\_\_\_ other \_\_\_\_\_



The following questions must be answered completely in order to determine which regulations are proposed to be modified. If there are no modifications sought for a particular standard, write "N/A" next to that item.

### **Minimum Average Lot Size**

7. Required minimum average lot size of the underlying zone is \_\_\_\_\_ square feet.
8. Proposed average lot size is \_\_\_\_\_ square feet.
9. The gross area reduction below the minimum average lot size for the underlying zone is \_\_\_\_\_ square feet. (Example: The zone has a minimum avg. lot size of 3500 square feet. Lot A is 3000 square feet and Lot B is 2500 square feet. The gross area reduction below the minimum average lot size =  $(3500-3000)+(3500-2500)$  or 1,500 square feet).
10. What is the size (in square feet) of the smallest lot proposed? \_\_\_\_\_ square feet.

### **Minimum Lot Width Circle**

11. Required minimum Lot Width Circle is \_\_\_\_\_ ft.
12. Proposed Lot Width Circle is \_\_\_\_\_ ft.

### **Maximum Impervious Area**

13. The maximum impervious surface allowed for the underlying zone is \_\_\_\_\_%.
14. The proposed maximum impervious surface area for the development is \_\_\_\_\_%.

### **Maximum Structure Coverage**

15. The maximum structure coverage allowed for the underlying zone is \_\_\_\_\_%.
16. The proposed structure coverage for the development is \_\_\_\_\_%.

### **Setbacks**

17. Required front setback for the underlying zone is \_\_\_\_\_ ft.
18. Required rear setback for the underlying zone is \_\_\_\_\_ ft.
19. Required side street setback for the underlying zone is \_\_\_\_\_ ft.

### **Minimum Building Separation**

20. Required building separation is \_\_\_\_\_ ft.
21. Proposed building separation is \_\_\_\_\_ ft.

### **Height**

22. The maximum height of the underlying zone is \_\_\_\_\_ ft.
23. The proposed maximum height proposed is \_\_\_\_\_ ft.

### **Open Space**

24. The minimum amount of open space required for the underlying zone is \_\_\_\_\_%.
25. The proposed amount of open space for the development is \_\_\_\_\_%.
26. The proposed amount of "recreational" open space is \_\_\_\_\_%.
27. The proposed amount of impervious and structure coverage within the proposed open space is \_\_\_\_\_%.

### **Modifications to street or utility standards**

28. Please describe any modifications sought to street and utility standards. Please state applicable RCDG code section (attach additional pages if necessary).

### **Modifications to other standards**

29. Please describe any modifications sought to other standards within the Redmond Community Development Guide. Please state the applicable RCDG code section (attach additional pages if necessary).

### **Decision Criteria**

30. Pursuant to Redmond Community Development Guide Section 20C.30.105-040, Decision Criteria, the City may approve, or approve with modifications, an MPRD if the proposal meets the requirements of Section 20C.30.105 and the design of the proposed development achieves two or more of the following results:
- a. High quality architectural design, placement, relationship or orientation of structures
  - b. Achieving allowable densities for the subject properties
  - c. Providing housing types that effectively serve the affordable housing needs of the community
  - d. Improving circulation patterns or the screening of parking facilities
  - e. Minimizing the use of impervious surfacing materials
  - f. Increasing open space or recreation facilities on site
  - g. Landscaping, buffering, or screening in or around the proposed MPRD
  - h. Providing public facilities
  - i. Preserving, enhancing or rehabilitating natural features of the subject property such as significant woodlands, wildlife habitats or streams
  - j. Incorporating energy efficient site design or building features
  - k. Providing for an efficient use of infrastructure

Please provide a written explanation as to how the proposal meets two or more of the above criteria (attach additional pages if necessary).